



**North Carolina Department of Health and Human Services
Division of Public Health – Women’s & Children’s Health Section**
1914 Mail Service Center • Raleigh, North Carolina 27699-1914
Tel 919-707-5800 • Fax 919-870-4818

Beverly Eaves Perdue, Governor

Albert A. Delia, Acting Secretary

February 10, 2012

CACFP 12-01

MEMORANDUM

To: All Sponsoring Organizations Participating in the Child and Adult Care Food Program

From: Arnette Cowan, MS, RD, LDN
Supervisor, Special Nutrition Programs

Subject: Electronic Record and Reporting Systems

The increasing prevalence of electronic systems of records and claiming is an encouraging step toward streamlining recordkeeping and reporting requirements. However, it is important to ensure that implementing an electronic system does not create a barrier to participation.

Institutions are encouraged to establish internet or electronic based systems, including but not limited to, application submissions and claims processing; however, any such system must include a means to fully access Program benefits without internet or computer access. Otherwise, an eligible facility or individual might be denied access to Program benefits.

Therefore, if your Sponsoring Organization is using an internet based system, the Sponsoring Organization cannot require the facility to submit records or claims using the internet based system. The Sponsoring Organization must have a means for the facility to submit records and claims via other methods (such as manually).

If you have questions, please contact your regional consultant.

cc: SNP Staff (via email)

